

## EXHIBIT 3-H

### **CHECKLIST OF REQUIRED CONTRACT CLAUSES FOR ENGINEERING, ARCHITECTURAL, AND GRANT ADMINISTRATION SERVICES CONTRACTS (See Exhibit 3-F)**

This checklist is to be used by local governments and CDBG staff for contract review. An asterisk (\*) indicates clauses which are required for all professional services contracts.

- \_\_\_ 1. EMPLOYMENT OF CONTRACTOR
- \_\_\_ 2. (\*) INDEPENDENT CONTRACTOR
- \_\_\_ 3. LIAISON
- \_\_\_ 4. (\*) EFFECTIVE DATE AND TIME OF PERFORMANCE
- \_\_\_ 5. (\*) SCOPE OF SERVICES
- \_\_\_ 6. (\*) COMPENSATION (Check contract pricing for engineering contracts. Review the basis of payment for reasonable performance measures)
- \_\_\_ 7. (\*) CONFLICT OF INTEREST
- \_\_\_ 8. MODIFICATION AND ASSIGNABILITY OF CONTRACT
- \_\_\_ 9. CONDITIONAL AGREEMENT
- \_\_\_ 10. (\*) TERMINATION OF CONTRACT
- \_\_\_ 11. (\*) DOCUMENTS INCORPORATED BY REFERENCE (N/A for engineering services contracts)

- \_\_\_\_ 12. (\*) CIVIL RIGHTS ACT OF 1964
- \_\_\_\_ 13. (\*) SECTION 109 OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF ACT 1974
- \_\_\_\_ 14. (\*) SECTION 3 OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968
- \_\_\_\_ 15. (\*) MINORITY BUSINESS ENTERPRISE
- \_\_\_\_ 16. (\*) NONDISCRIMINATION
- \_\_\_\_ 17. (\*) OWNERSHIP AND PUBLICATION OF MATERIALS
- \_\_\_\_ 18. (\*) REPORTS AND INFORMATION
- \_\_\_\_ 19. (\*) ACCESS TO RECORDS
- \_\_\_\_ 20. (\*) PLACE OF PERFORMANCE, CONSTRUCTION AND VENUE
- \_\_\_\_ 21. INDEMNIFICATION
- \_\_\_\_ 22. LEGAL FEES
- \_\_\_\_ 23. (\*) ELIGIBILITY (Plus CDBG must do a debarment check of the contractor and the contractor's principal parties)